



## **RMAT-Credentialing Project** **Sub-Committee Meeting** **Meeting Minutes**

<b>Meeting Date:</b>	Tuesday, July 12, 2011
<b>Meeting Time:</b>	11:15 a.m.
<b>Location:</b>	DSHS Main Conf Room
<b>Facilitator:</b>	DTI & DSHS

**Attendance Status:** T=Telephone V=Video Conference X=Absent P=Present

<b>Participant</b>	<b>Team</b>	<b>Status</b>
Bryant Baker	DTI	P
Richelle Edwards	DTI	P
Jennifer Dittman	DEMA	X
Holly Lipko	DEMA	P
Janet Berry	DEMA	P
Joe Wessels	DLLG	P
Allen Metheny	DVFA	P
Carleton Carey	Mayor of Dover	P
Lewis Schiliro	Homeland Security Cabinet Secretary	P
Monroe Hudson	DSP	P
Dave Mick	Kent County Public Safety	P
Ricky Short	Sussex County EMA	X
Kurt Reuther	Homeland Security	P
Tim Sexton	Public Health	P
Sandra Alexander	DTI	X
Dave Carpenter	NCC EMA	P
Suzanne Raab-Long	DE Healthcare Assoc.	X
Earle Dempsey	DTI	X
Jeff Savin	DTI	X
Cindy Bray	DTI	P
Julie Moran	DTI	P
Ellen Malenfant	DNREC	P
Matthew Laick	DSHS	P
Terry Whitham	DSHS	P

## **I. General Discussion**

Bryant Baker informed the sub-committee of the items to be covered in the day's meeting:

- Budget updates
- Brief Project Status

## **II. Funding**

Janet Berry discussed the funding allocated for the project thus far as:

- RMAT Funding: \$1,626,544.00 (FY06-09).
  - RMAT Full Turn Key Contract: \$583,000.00.
  - \*Paid Expenditures Summary: \$387,511.50- includes Oracle licenses.
- Responder Identification funding: \$851,000.00 (FY05-09).
  - RID Full Turn Key Contract: \$244,094.00.
  - \*Paid Expenditures Summary: \$300,987.22.

## **III. Project Status – Responder ID Change Order #2**

- The Subcommittee has approved a change order for credentialing software for the 3 additional laptops; the purchase of 3 additional scanners to reside at the 911 centers for emergency field deployment and the cost of scanners & software is \$32,760.00 including charging cradles, spare batteries and a functional demonstration.
- The change order is being processed by DEMA.

## **IV. Project Status – Responder ID Change Order #3**

- The subcommittee has approved a change order for the initial and incremental certification data file - \$8,160.00.
- The Fire School is willing to apply the change order to their current contract and have the funds moved to them when payment is due.

## **V. Project Status – Responder ID Data Loads**

- The Fire School has provided an excel spreadsheet of State EMTBs and Emergency Medical Responders. Will work with Advantech on importing this data into the credentialing system.
- League of Local Governments – Joe Wessels has agreed to assist by contacting and compiling a list of municipal police datasets.
- Police Academy – Major Monroe Hudson has provided several points of contact. He is currently working on setting up meetings.

## **VI. Project Status – Responder ID**

- \$5,000 was approved by subcommittee for badging materials.
  - For another 5,000 badges, which includes laminate, printer color ribbon, blank badges.
- Advantech is now on the State contract. We will be asking for a new quote for the badging materials.
- Secure Holographic laminate has already been received as part of the RFP award.
  - For security reasons we will laminate the front of the badges with the holographic and the clear on the back.
  - Badges are good for 5 years.
- Standardizations
  - DTI has received 2 responses from Kurt Reuther's June 9<sup>th</sup> email requesting identifying Delaware job titles and certifications.
    - \*Delaware job titles are needed before Advantech can build drop down fields for data entry.
    - \*Advantech needs time to make changes to the application based on job titles and certifications.
    - \*This schedule is at risk or a default list will be loaded.
    - \*Subcommittee has decided to use NIMS job titles for the badges.
  - Certification 4 character acronyms for the badge.
    - \*Is it the consensus that disciplines will be used for the primary Cert box and highly recognized secondary certifications (EOD, HAZM, and SWAT) will populate the 2<sup>nd</sup> cert box on the badge? The subcommittee decided that NO, it will be used for certifications.
  - Agency Seals
    - \*High-Resolution JPG or BMP images of all agency seals are needed.
    - \*A handout of images was received from the Fire School, DNREC and on the web.
    - \*Please review the handout and if the image is not correct, send a high quality JPG or BMP version to DTI by July 29<sup>th</sup>.
- Badging Cameras
  - Contract was awarded with the proposed Canon PowerShot S5 IS Digital Camera. Contract specifies 8 megapixels 12X zoom. Received 2 megapixels progressive scan 10X zoom Honeywell camera. This is not the right camera. Working on correcting this deficiency.
- RID Servers
  - The server and software license purchase orders in the system should be ordered when First State Financials (FSF) comes up around July 18. Labor expended and estimated costs to be determined.
- Access Points were ordered on April 7, 2011.

- Training
  - Advantech will provide the following training:
    - \*Admin – 11 classes, 2 hours each.
    - \*Operator – 15 classes, 1 hour each.
    - \*Additional training – 3 hours per EOC for a total of 15 hours.
    - Any combination of Admin/Operator training.
- Requested training materials to assist in determining appropriate personnel for training. Should receive next week.

**VII. Project Status – Responder ID**  
**Next Steps – Site Visits**

- EOC site visit will be scheduled to identify location and connectivity for the badging station and laptop for mobile command unit docking.
  - Will need a person with authority to approve locations and IT person for connectivity approval.
- Advantech may need a site visit to each Mobile Command Unit to determine installation requirements.
  - Kent County’s vehicle has already been inspected.
  - Finalize badge data, job titles, certification block usage – up to 24 certifications can be held in handheld scanners.
  - Determine fields to be downloaded to the handheld scanners.
    - \*Is medical information to be downloaded to the handhelds in case there is a need to scan downed personnel for information? Secretary Schiliro advises talking to Tom Ellis for suggestions.
    - \*Scanner OS is Windows Mobile 5.0 which enables password protection.

**VIII. Project Status – RMA**  
**T Milestones Achieved/Planned**

- Hardware ordered June 9.
  - Expected delivery – July 13
- DTI-GeoDecisions meeting – June 14.
  - Kicked off support and testing planning.
- GeoDecisions design documents updated, delivered June 30.
- Software license order to occur after State FY opens – July 18.
- DTI (Bryant & Richelle) to begin testing of application July 27 at GeoDecisions.
- DTI to begin build of environment at Dover – August 1.

### **Map Symbolology**

- National standard
  - Expected to be available by end of July.
  - DTI will work with DSHS GIS Coordinator to incorporate into application.
- DTI-has directed GeoDecisions to utilize the standard.
- GeoDecisions will hold off caching the basemap with current data until after release of the standard.
- GeoDecisions will incorporate data for the entire state – not just Kent County.

### **GeoDecisions Progress**

- Mainstream Development: 96% complete.
  - Includes RID resource data integration, which is not yet forthcoming.
- Data Load: 85%
  - Assumes data imports from PEPR, Maximo – Still waiting on.
- Testing/Break-Fix completion by July 22<sup>nd</sup>.

### **Training Contract from GeoDecisions**

- Contracted for three days.
- Training will be guided using the applications “Help” file.
- GeoDecisions deliverables:
  - One page “Quick Reference” guide for Incident Management.
  - One page “Quick Reference” guide for Data Entry.
  - Guided tutorial “Quick Start” videos.
    - \*Walk users through how to perform a specific function.

### **DTI Training Proposal**

- “Train-the-Trainer” for the following roles:
  - Incident Commander
  - Emergency Management
  - Administration
  - Data Entry
- The materials and instruction provided will only be on the application and its functions, with practice entries, resource typing, resource searching, etc.
- To complete the Train-the-Trainer package, we need to add Delaware-oriented scenarios.
- DEMA training coordinator is available to assist with training design.
- Work with DEMA to create scenarios for training in Incident Command and Emergency Management.
- DTI will fold the scenarios created into the Train-the-Trainer materials for RMAT.

### **RMAT – Assumptions**

- Hardware is expected to arrive for installation July 13.

- \*Hardware build to follow on August 1.
- National symbology standard.
  - \*To be received by end of July.
  - \*Will include in the basemap cache at either GeoDecisions or in DTI test.
- Application delivered in time for pre-testing – July 27.
  - \*Basemap does not necessarily need to be cached for testing at GeoDecisions.
- Software licensing will be received in time for build/deployment.
  - \*Software keys/licenses are generally shipped via email or site download about 3 days after placing the purchase order.

## **IX. Next Meeting**

Next meeting will be Monday, August 22, 2011, at 1:30 p.m.